

Board of Directors

December 10, 2013
General Session Minutes

GENERAL BOARD MEETING

Date: December 10, 2013
Start Time: 6:00 PM
End Time: 8:00 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Lisa Lineweaver, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Corrine Riley, Saugus	Mr. Robert Alconada, Assistant Executive Director
Ms. Donna Wood-Pruitt, Revere	Ms. Barbara Galatis, Clerk
Ms. Maryalice Sharkey, Winthrop	
Ms. Ann Marie Cugno, Medford	
Ms. Debbie DeMaria	
Atty. Howard Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

I.	<i>Call to Order</i>
	Meeting was called to order at 6:00 PM by Ms. Pruitt
	Roll call taken by Ms. Galatis.

II.	<i>Review and Approve November 12, 2013 minutes</i>
	Ms. DeMaria made the motion to accept the minutes as amended from the meeting held November 12, 2013. Ms. Riley seconded the motion. Vote was unanimous.

III.	<i>Treasurer's Report</i>
A	Monthly Report In Mr. Sacco's absence, Mr. Alconada reviewed the financial reports with the Board. Mr. Alconada also reviewed the budget to actual documents, noting some line items running at a higher burn ratio and the reasons for this. Overall the budget to actual numbers look good.

	<p>B. Warrant Approval The warrants for November were presented and are as follows:</p> <p style="text-align: center;">WARRANTS November 2013</p> <table border="1" data-bbox="363 383 1401 875"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1/1/2013</td> <td>14-25</td> <td>Payroll</td> <td>\$151,638.83</td> </tr> <tr> <td>11/15/2013</td> <td>14-26</td> <td>Accounts Payable</td> <td>\$323,357.75</td> </tr> <tr> <td>11/15/2013</td> <td>14-27</td> <td>Payroll</td> <td>\$121,138.23</td> </tr> <tr> <td>11/15/2013</td> <td>14-28</td> <td>Payroll</td> <td>\$157,288.22</td> </tr> <tr> <td>11/27/2013</td> <td>14-29</td> <td>Accounts Payable</td> <td>\$411,298.80</td> </tr> <tr> <td>11/27/2013</td> <td>14-30</td> <td>Payroll</td> <td>\$116,035.06</td> </tr> <tr> <td>11/27/2013</td> <td>14-31</td> <td>Payroll</td> <td>\$157,221.66</td> </tr> <tr> <td>11/27/2013</td> <td>14-31 A</td> <td>Payroll</td> <td>\$50,619.85</td> </tr> </tbody> </table> <p>Ms. DeMaria made the motion to accept the November warrants as presented, Ms. Riley seconded the motion. Vote was unanimous.</p>	DATE	WARRANT #	TYPE	AMOUNT	1/1/2013	14-25	Payroll	\$151,638.83	11/15/2013	14-26	Accounts Payable	\$323,357.75	11/15/2013	14-27	Payroll	\$121,138.23	11/15/2013	14-28	Payroll	\$157,288.22	11/27/2013	14-29	Accounts Payable	\$411,298.80	11/27/2013	14-30	Payroll	\$116,035.06	11/27/2013	14-31	Payroll	\$157,221.66	11/27/2013	14-31 A	Payroll	\$50,619.85
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IV.	<i>Finance Report</i>
A.	<p>Final FY13 Audit Mr. Alconada passed out the final FY13 Audit report that was approved by the Board at the November Meeting, Mr. Alconada indicated that the UFR has been filed and that copies of the audit will be posted to the Shore website, sent to DESE, the State Auditor and disseminated to Superintendents of our school districts by year end.</p>

V.	<i>Executive Director Report</i>
A.	<p>Services Enrollment Ms. Clark informed the Board that Student Services currently has 172 students enrolled which are up from the previous 2 years. The Adult Division currently has 355 clients to date. This number is slightly lower than Fy13 but higher than FY12.</p>
B.	<p>DDS Certification Scheduled for Adult Services Ms. Clark informed the Board that the Quest survey done by the Department of Developmental Services in November resulted in a 2 year certification, the highest possible.</p>
C.	<p>Annual Report Ms. Clark presented to the Board her draft of the annual report, required to be submitted by 12/31 to the DESE, all member school committees, and made available to any members of the public who request it. Ms. Sharkey made the motion to approve the annual report, Ms. DeMaria seconded the motion. Vote was unanimous.</p>
D.	<p>Shore Shares Ms. Clark informed the Board that, for the second consecutive year, all Shore departments and programs were uniting in their holiday charitable efforts for "Shore Shares at the Holidays".</p>

	<p>Toys, books, and holiday food bags are donated by anyone who wishes and then our own Shore Student Services' families are invited to come in and select gifts for their children. Last year we were able to help more than 40 families.</p>
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VII.	<i>Personnel</i>
	<p>Collective Bargaining Agreement Negotiations</p> <p>Ms. Riley made the motion to enter into Executive Session for the purpose of discussing the current status of negotiations. Ms. Pruitt seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Chelsea Yes Malden Yes Medford Yes Revere Yes Saugus Yes Winthrop Yes</p> <p>Motion passed unanimously.</p>
	<p>C. Approve Hires and Terminations</p> <p>The Hires and Terminations report was presented. Ms. Riley made the motion to accept the report as presented. Ms. Sharkey seconded the motion. Vote was unanimous.</p>

IX.	<i>Adjournment</i>
	<p>Ms. Riley made the motion to adjourn the meeting. Ms. Pruitt seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 8:00</p>